



Department of Education

Students Channel – Immediate Office

Students Channel Personal References Verification

General Format

1. Introduce yourself and the organization that *candidate's name* is applying for
2. Explain that the candidate has listed he/she as a reference
3. Ask if the individual has a few minutes to discuss their relationship with the candidate

- What is your relationship to the candidate?
- How long have you known the candidate?
- Overall, how would you assess the candidate's overall:

Work Ethic

Outstanding	Satisfactory	Unsatisfactory
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Dependability

Outstanding	Satisfactory	Unsatisfactory
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- Overall, how would you assess the candidate's overall:

Interpersonal Relationships

Excellent	Very Good	Good	Fair	Poor
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Level of Commitment

Excellent	Very Good	Good	Fair	Poor
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Communication Skills

Excellent	Very Good	Good	Fair	Poor
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Integrity

Excellent	Very Good	Good	Fair	Poor
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- Has the candidate received any significant awards, certificates, special recognition?
- Can you offer any opinion as to whether or not this person would be a good candidate for the position?
- Do you have any remarks?

4. Thank the individual for his/her time.